

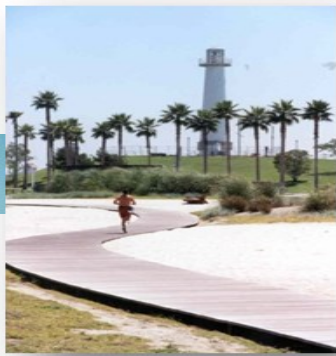
# EMPLOYMENT OPPORTUNITY

## CITY OF LONG BEACH



### PUBLIC SERVICE BUREAU MANAGER DEPARTMENT OF PUBLIC WORKS

*The City of Long Beach is seeking a highly qualified and experienced professional to provide leadership and innovation for the maintenance of the City's infrastructure.*



## THE COMMUNITY

Ideally located on the Pacific Ocean, south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse, interwoven, smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach

is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best-value public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade and professional services comprising the highest representation. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California and celebrates its vibrant diversity. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian and 4.2 percent all other ethnicities. A superb climate, quality schools, vibrant downtown and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

## CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and Gas & Oil Departments and is one of the only three cities in California with its own Health Department. Long Beach is supported by a total FY2014-15 budget of approximately \$3.0 billion, with the General Fund budget totaling \$401 million. More than 5,900 full and part-time employees support municipal operations with the majority being represented by nine employee organizations.



## THE DEPARTMENT

The mission of the Department of Public Works is "To maintain and enhance the City's infrastructure and environment for the public's benefit." Core Department services are focused on providing for, and maintaining, safe and efficient infrastructure for the community, providing for sustainable environmental protection including water quality and waste collection and diversion, and safely and efficiently delivering, designing, constructing, protecting and maintaining services for public facilities and public rights-of-way. The Department of Public Works has four Bureaus: Business Operations, Engineering, Environmental Services and Public Service. The Department has 442 full-time employees with an adopted Fiscal Year 2016 Budget of \$147 million, including the Operating and Capital Improvement Budgets.





## THE POSITION

This at-will position reports to the Director of Public Works and is responsible for managing all facets of maintenance and repair of City infrastructure. The Bureau, with a \$25 million budget, is comprised of 124 staff in 4 divisions; Administration, Facilities Management, Traffic Operations, and Street Operations. Typical responsibilities involve carpentry, custodial, electrical, HVAC, locksmith, painting and plumbing, pavement markings, sidewalk repairs, signage, special event support, storm water pump station operations, street surface maintenance, street

traffic signals/safety lights, and tree trimming. Emergency response support is provided primarily from personnel in this Bureau which includes staffing the City's Emergency Communications and Operations Center (ECOC) and Public Works' Department Operating Center (DOC) during emergency or significant events.

These high profile services require the Public Service Bureau Manager to work effectively and collaboratively with elected officials, City management, Police and Fire, client departments, community stakeholders, special events and outside agencies. Allocating limited resources efficiently to maintain the City's 50 square miles of aging infrastructure is a continuous challenge.

## THE IDEAL CANDIDATE

The ideal candidate will embody the attributes of principled leadership: trusteeship, values, ethics, commitment, honesty, involvement, and vision. The Public Service Manager will be a senior level manager with a demonstrated ability to provide leadership in a changing government environment, with strong knowledge and experience of infrastructure maintenance experience. The successful candidate will possess strong analytical and interpersonal skills and serve as a valuable resource throughout the City's organization. This position requires a hands-on manager who has in-depth technical knowledge, business writing and presentation skills, and is not afraid to roll-up his/her sleeves to get the work done. A strong customer service orientation, a history of effective partnerships and problem solving, the ability to fit well within an energetic and dedicated team, and experience in organizations of similar size, complexity and structure with similar challenges is desirable.

## MINIMUM REQUIREMENTS

This opportunity is open to current City of Long Beach employees who meet the following requirements:

- Graduation from an accredited college or university with a Bachelor's degree in a closely related field and six years of increasingly responsible governmental public works or municipal utility experience. Five years of the required experience must have been gained in a supervisory or management capacity directly engaged in the oversight and planning of facility maintenance and repair, street, sidewalk, traffic signal, and public right-of-way construction, maintenance and repair, or related work. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education. Experience with field staff responsible for multiple disciplines is highly desirable.
- Experience working with special events, responding to field emergencies, and supporting Fire and Police incidents.
- Possession of a Class C Driver License.

Desirable Qualifications: Experience with field staff and/or operations spanning multiple disciplines/trades.

## SALARY + BENEFITS

The Public Service Bureau Manager salary range is in the mid \$100,000's. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – 12 days (96 hours) after one year of service; 15 days (120 hours) after four years, six months of service; 20 days (160 hours) after 19 years, six months of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day (8 hours) earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays (8 hours per holiday).
- **Monthly Transportation Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

## APPLICATION PROCESS

This recruitment will close at 4:30 p.m. on **Monday, June 27, 2016**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter, that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. Candidates must also complete the online supplemental questionnaire.

Following the close of filing, applications will be reviewed and those candidates determined to be the best qualified will be invited to participate in the selection process which will include an oral interview by a selection panel. The selected candidate will be required to undergo a thorough background and reference check.

This information is available in an alternative format by request to the Department of Public Works, Personnel Services Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-4686.

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

## SUPPLEMENTAL QUESTIONS

### Public Service Bureau Manager

Please prepare written responses to the following questions, failure to respond to these supplemental questions will disqualify you from further consideration. Responses must accompany your resume, be sure to place your name on each page being submitted. Responses to individual questions should be no longer than two pages. Your responses are requested to get a sense of your writing skills and insights into your management style and experience.

1. Describe what specifically in your background has prepared you for this position. What skills, knowledge, and abilities would you bring to this position?
2. Describe the type of field operations and staff that you managed. Include the type of operations, number of personnel and disciplines managed.
3. Describe your level of experience in emergency field response and/or special/community event support.